

**Solicitation Number: 06-0001-21**

***Technical Program Support Service***

***for the***

***Office of Naval Research's Operations Analysis Program (ONR 00A)***

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 are due by 2:00 PM (local), 31 July 2006.

**1.0 Background**

The Office of Naval Research's (ONR) mission is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance as related to the maintenance of future naval power and the preservation of national security.

The Chief of Naval Research has established the Operations Analysis Program (ONR 00A) within the Office of Naval Research as a resource for planning and managing ONR programs, measuring the execution quality of specific projects within the programs, and enabling the measurement of their progress. The Operations Analysis Program Staff interacts directly with individuals at all levels in Department of Navy (DON), Department of Defense (DoD), and non-DoD organizations.

This is a continuing requirement. The incumbents are Booz Allen Hamilton (N00014-02-F-0151/GS-23F-9755H), SAIC (N00014-02-F-152/GS-23F-0107J), and Schafer Corporation (N00174-03-D-0006).

**2.0 Statement of Work**

**2.1 Objective**

The Operations Analysis Program Office seeks a variety of services for the execution and seamless operation of the program.

**2.2 Scope**

The contractor shall provide technical, administrative, and program management support for the ONR Operations Analysis Program. The contractor will assist the Operations Analysis Program with strategic planning, analysis, and program execution. Although the Operations Analysis Program is dynamic, according to the needs of the ONR, the Program Initiatives include:

- Planning Support for identifying, scaling, and codifying requirements for Science and Technology (S&T) programs based on operational data derived from extant data bases and current results from Fleet operations.
- Performing Utility Assessments of Future Naval Capabilities (FNC) and Innovative Naval Prototypes (INPs) at various stages within the Navy RDT&E cycle.
- Performing Analyses as required which provide inputs for ONR research projects.
- Coordinating with Navy Staff and Marine Corps Headquarters Staff on capability analysis and S&T requirements.
- Performing Fleet and Marine Force analysis support designed to ensure that the operational experience that is constantly accruing as a result of Fleet operations

and support activities is captured, scaled, and codified to support naval decision making in all spheres -- policy, strategy, planning, resource allocation, organization, and operations.

- Performing Program design, planning, execution, analysis and evaluation support for ONR related Fleet Experimentation and Wargame efforts.
- Developing analysis techniques enabling substantive analyses important to decisions or programs.

## **2.3 Technical Tasks/Requirements**

### **2.3.1 ONR Operations Analysis Support.**

Provide program planning and execution support to the ONR Operations Analysis Program. Duties will include the following (but are not limited to):

1. Providing oversight on behalf of the ONR Operations Analysis Program for contracted analyses supporting ONR S&T investment for basic research (6.1) through to transition (6.3), Innovative Naval Prototypes, and the Future Naval Capabilities (FNC) program.
2. Assisting the Program Director in coordinating with the Navy Staff to identify future operational concepts and S&T areas of interest, and to translate Navy and Marine Headquarters Staff S&T requirements to the ONR S&T community.
3. Exploiting Navy operational data, from both current fleet operations and static databases, to identify key performance shortfalls requiring Science & Technology (S&T) objectives to be included in the ONR strategic plan.
4. Assisting in developing projects to improve Naval capabilities in key combat support disciplines, particularly Command and Control and Force Protection (e.g., against improvised explosive devices, chemical and biological threats).
5. Assisting the Program Director in planning for the evolution of the Operations Analysis Program. Functions will include development of experimentation roadmaps and operations analyses services acquisition strategies.
6. Performing as a subject matter expert in all facets of the Operations Analysis Program and the projects and initiatives of the program. The Contractor will assist OO(OA) in capturing information necessary to maintain all documentation pertaining to the Program. The Contractor will apply its extensive understanding of evolving Naval requirements, INPs, FNC processes, and emerging technologies to keep the Program Director informed of required changes and the need for further operations analyses.
7. Assisting the Director in monitoring the progress of the Operations Analysis Program projects. This will require establishing relationships with, and facilitating dialogue among agency officials and officials of other Commands, under the guidance of the Program Director. As directed, the Contractor will assist in the ongoing programmatic management of the Operations Analysis Program, providing reports and briefings as necessary to keep the Director fully informed of overall program status. The Contractor will attend program reviews and represent the Program to ONR agency officials, as required.
8. Providing Strategic Simulation / Wargame Support. Support the Program Director with the strategic direction, program management, and execution of the strategic simulation and wargaming effort. Coordinate with vendors, and wargame stakeholders to determine wargame goals, objectives, designs, and participants. Assist as necessary in the execution, facilitation, and post-wargame analysis.

9. Providing Logistical Support. The Contractor will be responsible for the facilitation of meetings, symposia, and wargames along with the production of meeting minutes, reports and or findings.
10. Performing other duties as assigned by the Director, Operations Analysis Program, ONR Code 00(OA), which are within the scope of work of this effort.

#### **2.4 Reports Data and Other Deliverables**

In support of this statement of work the contractor is required to provide the following:

- Monthly status reports will be delivered by the 10th day of the following month describing the work accomplished in the previous month, schedule status, travel conducted, meetings attended, equipment procured, any difficulties encountered and plans to overcome them, any issue that may cause significant changes in project schedule and work projected during the next reporting period. Financial data will be reported including expenditures and labor hours.
- Presentation materials, as required, in a format mutually agreed upon between government and contractor.
- Other reports, memoranda and papers, as required, in a format mutually agreed upon between government and contractor.

### **3.0 Personnel Requirements**

#### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

- 3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.
- 3.1.2 Strategic Planner (Senior) or Equivalent: At least a Master's degree from an accredited college or university, and 10 years of experience in strategic planning, analysis, and Naval Operations - or - Bachelor's degree from an accredited college or university and 20 years of experience in strategic planning, analysis, and Naval Operations. Prior Navy or Marine Corps experience desired. The candidate shall have substantial knowledge of Naval Operations; Naval Organization; Planning, Program, Budgeting, and Execution (PPBE) Process; ONR S&T programs and processes; and program management support. Candidate should have demonstrated competence in executive level interviewing and group facilitation. The candidate should be able to effectively communicate orally and in writing.
- 3.1.3 Senior Analyst or Equivalent: Bachelor's degree from an accredited college or university required, with Master's degree preferred, and 5 years of experience collecting data and analyzing Naval programs and operations. The candidate shall have substantial knowledge of Naval Operations, Naval Organization, PPBE Process, and ONR S&T programs and processes. Candidate should have demonstrated competence in executive level interviewing and group facilitation. The candidate should be able to effectively communicate orally and in writing.
- 3.1.4 Program Analyst (Junior) or Equivalent: Bachelor's degree and 2 years of relevant experience - or - High School diploma with five years relevant experience in the areas of office management and program support. Prior

Department of the Navy experience is desired. Candidate should have demonstrated experience in preparing executive correspondence, handling of sensitive information, proficiency at using Navy and DOD wide systems for information management and tracking such as the Defense Travel System. Must have the ability to organize and coordinate work efficiently, coupled with personal flexibility and clerical responsibilities involving strong team work, communication skills in an executive office. The candidate should be able to effectively communicate orally and in writing.

**3.2 Level of Effort**

3.2.1 The level of effort has been estimated for the proposed contract. Both a 12-month base period and four 12-month option periods have been defined (Total potential period of performance, with options, is 60 months).

3.2.2 **Base Period:** The base period of performance will be from time of award through 12 months. The level of effort anticipated for this period is approximately ten man-years. A summary of the labor categories and the maximum total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Strategic Planner (Senior)	9200
Senior Analyst	7360
Program Analyst (Junior)	1840

*NOTE: 1840 hours is equivalent to one (1) man-year*

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.4 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different from the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.5 **Option Periods:** For each of the four 12-month option periods, the labor categories and hours estimated for the base period will be the same. A summary of the labor categories and the total anticipated annual hours for each option is shown below.

<b>Labor Category</b>	<b>Hours Per Option</b>
Strategic Planner (Senior)	9200
Senior Analyst	7360
Program Analyst (Junior)	1840

*NOTE: 1840 hours is equivalent to one (1) man-year*

#### 4.0 **Order Details**

**4.1 Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order. Multiple awards may be made. The Government reserves the right to issue an Order containing all or parts of an offeror's proposal. For example, an order may be issued to Company A for three Strategic Planners; an order may be issued to company B for a Strategic Planner and a Senior Analyst; and an order may be awarded to Company C for a Senior Analyst and a Program Analyst.

**4.2 Period of Performance:** Base period of twelve (12) months from time of award with four (4) one year options.

#### **4.3 Other Direct Costs (ODCs)**

ODCs (including supplies, travel, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed (NTE) including G&A \$50,000 per year. At this time, the specific items cannot be identified; however, the ODC total cannot exceed the NTE amount stated in this section.

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

**4.4 Place of Performance:** Work will normally be performed at the Office of Naval Research located at 875 North Randolph Street, Arlington, VA.

**4.5 Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services:** Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception of the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

**4.6 Subcontracts/Consultants:** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

**4.7 Security Requirements:**

(a) **Clearance Requirements**. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of TOP SECRET. For personnel, a minimum of a TOP SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted TOP SECRET facility clearance and have the capability to store material classified up to and including TOP SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard any information labeled as proprietary.

(b) **Privacy Act**. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

(c) **Nondisclosure Agreement**. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

**4.8 Organizational Conflict of Interest**

**4.8.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other

action, venture, or employment wherein this information will be used for any purpose by any other party.

#### **4.8.2 Organizational Restrictions**

Support contractor's knowledge of competition sensitive information, described in the paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Operations Analysis Program.

### **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

**(a) Technical Proposal:** The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past, to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

**(b) Cost Proposal:** The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement.**

Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

**5.3 Proposal Submission:** The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on 31 July 2006. All proposals must be uploaded electronically via the "Upload Proposals" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

**6.0 Evaluation Information**

**6.1 Evaluation Criteria:** Task Orders will be awarded to the responsible offerors whose offers represent the best value to the Government. Offers will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 31 August 2006.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

**9.0 Point of Contact:** The Points of Contact for this solicitation are as follows:

Primary Point of Contact

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Ms. Toni Cristinzio, Contract Specialist  
Email: [cristit@onr.navy.mil](mailto:cristit@onr.navy.mil)

Secondary Point of Contact

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Ms. Vera M. Carroll, Branch Head  
Email: [carrolv@onr.navy.mil](mailto:carrolv@onr.navy.mil)

**Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_ as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

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<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files